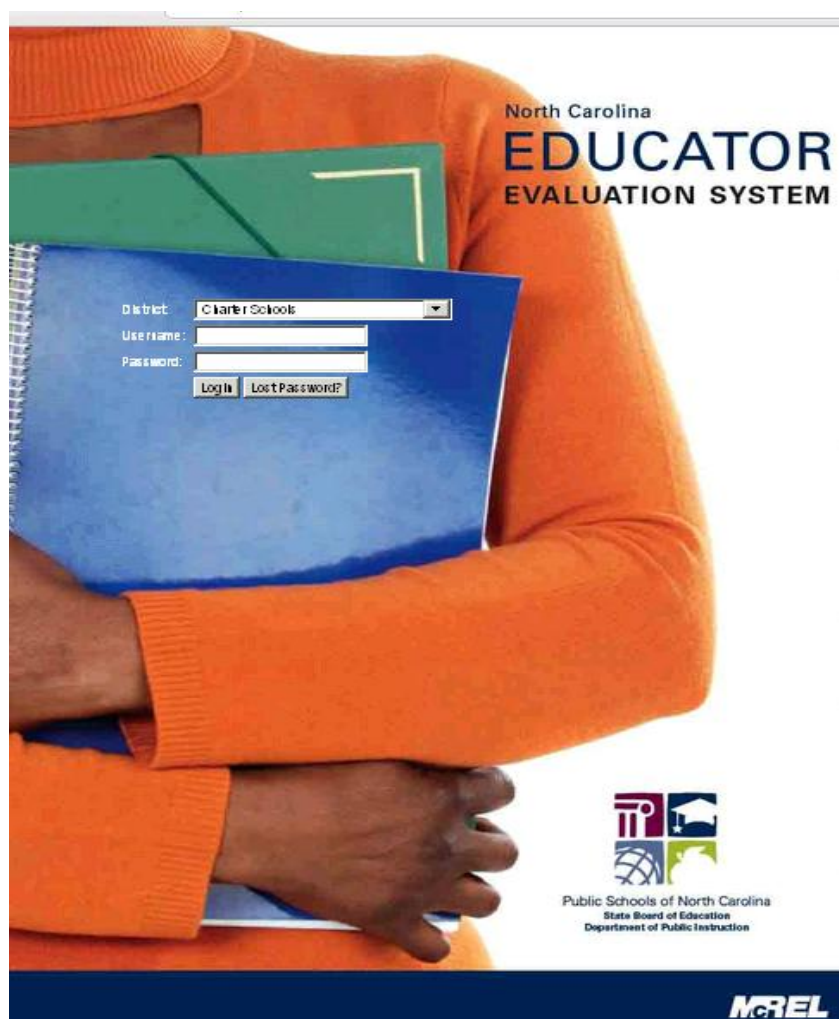


Online Software Manual for the North Carolina Educator Evaluation System

TEACHER



<http://mxweb.media-x.com/home/ncval>

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Initial Login to the System

Initial Login to the System

This manual provides step-by-step instructions for a teacher to complete a professional development plan or preliminary professional development plan (if applicable), conduct a self assessment, and view observations, summary rating form, and record of teacher evaluation activities.

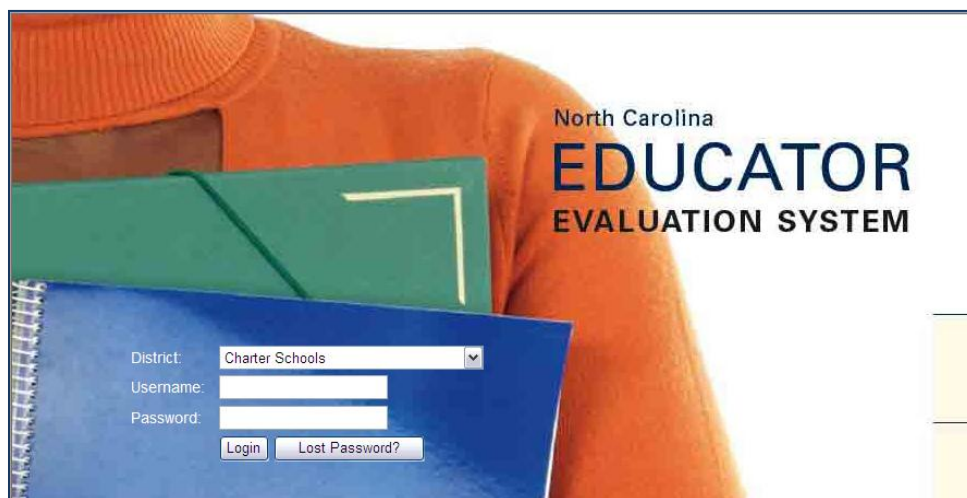
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

Type in the username that was provided to you (UID number)

Type in the password that was provided to you: 123456

Click **Login**



North Carolina
EDUCATOR
EVALUATION SYSTEM

District:

Username:

Password:

Profile

Profile

The Profile button is used to identify your personal information, provides the ability to edit information and change your password. If any of your personal information is not correct, contact your Human Resources Department.

To change your password follow these steps:

Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

Type in the username that was provided to you (UID number)

Type in your password.

Click **Login**

Click on the **Profile** icon.



Click on the **Change Password** icon.



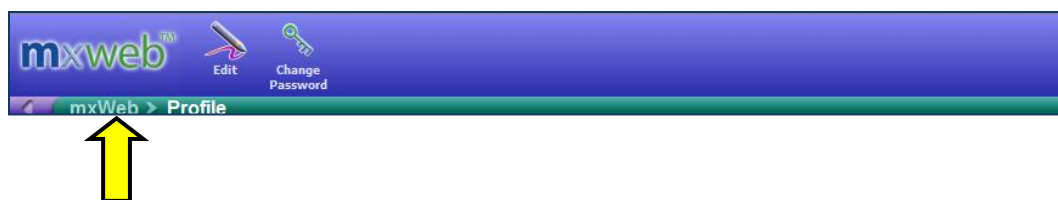
Type in the original password (123456)

Type in a unique password for yourself that is at least six characters long and contains a number and a capital letter.

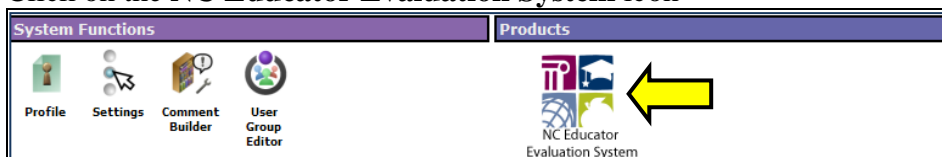
Click **Save**.

A screenshot of a 'Change password' dialog box. It has a title bar with 'Change password' and a close button (X). Inside, there are three text input fields labeled 'Old password:', 'New password:', and 'Confirm password:'. Below the fields is a 'Save' button.

Click on **mxWeb**.



Click on the **NC Educator Evaluation System** icon



Read and accept the End User License Agreement. Look for the check mark at the bottom:
This occurs on your first login only. Be sure to scroll to the bottom to find the point of acceptance.

Read and accept the End User License Agreement. Look for the check mark at the bottom:
This occurs on your first login only. Be sure to scroll to the bottom to find the point of acceptance.

Please read the following agreement carefully and indicate your acceptance or declination of the agreement by clicking the appropriate box below. By accepting the agreement, you agree to be bound by its terms and conditions.

**Evaluation Tool
 Demonstration Version
 End User License Agreement**

IMPORTANT: This End User License Agreement ("EULA") is a legal agreement between you and McREL regarding the Evaluation Tool. Read

☒ I agree with the above terms

**New Preliminary Professional
Development Plan**

OR

**Professional Development
Plan**

New Preliminary Professional Development Plan OR Professional Development Plan

Note: If you do not have a Professional Development Plan, you must complete a New Preliminary Professional Development Plan.

To view your forms:

Type in website

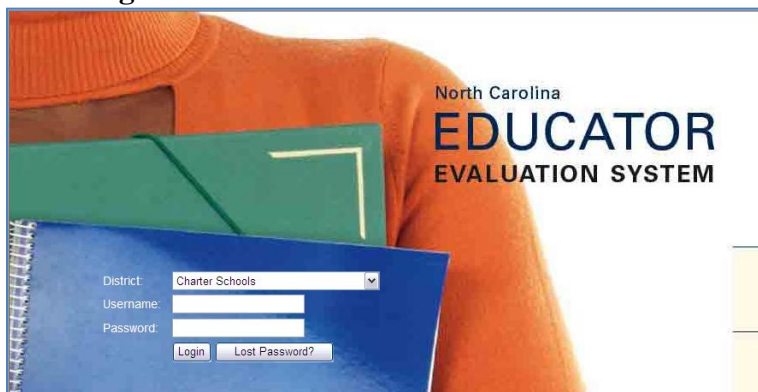
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

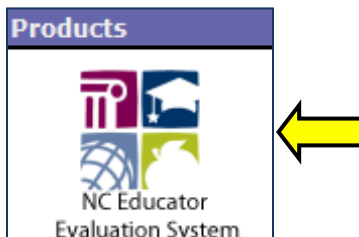
Type in the username that was provided to you (UID number)

Type in your password

Click **Login**



Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.



Click on **Observations**.



Click on the **Observer Task** tab to view your Observations, Professional Development Plan, Record of Teacher Evaluation Activities, and Summary Rating Sheet.



Click on the **Teacher Task** tab to view your Self Assessments and Preliminary Development Plans.



Note: A drop down menu is provided to view data from a previous year. Use the drop down menu to choose the appropriate school year. The default is set for the current school year.



Complete a New Preliminary Professional Development Plan OR Professional Development Plan

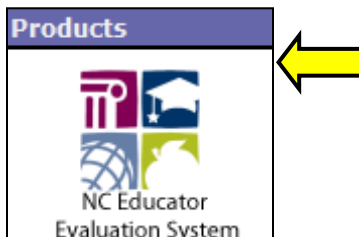
The New Preliminary Professional Development Plan and Professional Development Plan are nearly identical. The following directions will step you through the process of creating a New Preliminary Professional Development Plan.

The New Preliminary Professional Development Plan is created by the teacher. The teacher and the administrator have the ability to add content to the form.

The Professional Development Plan is created by the administrator. The teacher and the administrator have the ability to add content to the form.

Once an administrator signs either of the forms, then they are locked.

Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.



Click on **New Preliminary Prof. Development Plan**.



Click **Next**. (The fields are pre-populated.)

Teacher Name	Jill Teacher
Assignment/Title	Teacher
Preliminary Prof. Development Plan Name	Preliminary Prof. Development Plan 1
Preliminary Prof. Development Plan Type	Preliminary Development Plan
Principal First Name	Jose
Principal Last Name	Principal

Use the drop down menus to select your **Teacher Status**, fill in your **Subject Area**, and select your **Plan** at the top of the page before filling out the rest of the form.

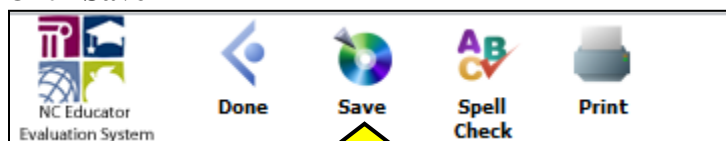
Preliminary Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Preliminary Development Plan 2011-2012	Form Status	Editing		
Teacher Name	Jill Teacher	Position	Teacher		
School	Henderson Collegiate	District	Charter		
Teacher Status	<input type="text"/>	Subject Area	<input type="text"/>		
School Year	2011-2012	Summary Rating Form	<No Summary Rating Form Assigned>		
Select Mentor Site	Henderson Collegiate	Plan	<Select Plan>		
Date Completed	Preliminary Development Plan :	Select Mentor Name			
		Mid-Year Review :	End-of-Year Review :		
A. Professional Teaching Standards		Standard(s) to be addressed:			
1. Teachers demonstrate leadership 2. Teachers establish a respectful environment for a diverse population of students 3. Teachers know the content they teach 4. Teachers facilitate learning for their students 5. Teachers reflect on their practice		Element(s) to be addressed:			
B. Teacher's Strategies					
Goals for Elements	Activities/Actions	Expected Outcomes and Evidence of Completion	Resource Needed	Timeline	

The teacher and administrator have editing privileges to complete Section B: **Teacher's Strategies**.

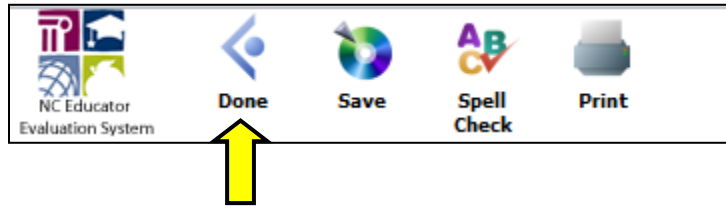
Preliminary Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Preliminary Development Plan 2011-2012	Form Status	Editing		
Teacher Name	Jill Teacher	Position	Teacher		
School	Henderson Collegiate	District	Charter		
Teacher Status	Probationary Teacher Year 1	Subject Area	Elementary		
School Year	2011-2012	Summary Rating Form	<No Summary Rating Form Assigned>		
Select Mentor Site	Henderson Collegiate	Plan	Directed		
Date Completed	Preliminary Development Plan :	Select Mentor Name			
		Mid-Year Review :	End-of-Year Review :		
A. Professional Teaching Standards		Standard(s) to be addressed:			
1. Teachers demonstrate leadership 2. Teachers establish a respectful environment for a diverse population of students 3. Teachers know the content they teach 4. Teachers facilitate learning for their students 5. Teachers reflect on their practice		Element(s) to be addressed:			
B. Teacher's Strategies					
Goals for Elements	Activities/Actions	Expected Outcomes and Evidence of Completion	Resource Needed	Timeline	

Note: No one can type in Section A (Professional Teaching Standards, Standard(s) to be addressed:, and Element(s) to be addressed:). This section will self populate if an observation is marked **Developing** or **Not Demonstrated**

Click **Save**



Click **Done**



You will now see the Preliminary Professional Development Plan listed in the Teacher Task tab under Professional Development Plan.

Observer Task		Teacher Task	
Professional Development Plan			
	Name	Based on	Status
X	Preliminary Development Plan 2011-2012	No plans	In progress

Note: After the teacher and administrator have completed filling out Section B, the administrator will sign the form. This will lock the form and no other changes can be made.

After the administrator signs the form, the teacher may now login and sign the Preliminary Development Plan.

Click on the box next to **Teacher's Signature**.

Preliminary Development Plan		Mid-Year Review		End-of-Year Review																																				
Plan Name	Preliminary Development Plan 2011-2012	Form Status	Editing																																					
Teacher Name	Jill Teacher	Position	Teacher																																					
School	Henderson Collegiate	District	Charter																																					
Teacher Status	Probationary Teacher Year 1 ▼	Subject Area	Elementary																																					
School Year	2011-2012 ▼	Summary Rating Form	<No Summary Rating Form Assigned>																																					
		Plan	Directed ▼																																					
Select Mentor Site	Henderson Collegiate ▼	Select Mentor Name	▼																																					
Date Completed	Preliminary Development Plan : Mon Jul 25 2011		Mid-Year Review :		End-of-Year Review :																																			
B. Teacher's Strategies <table border="1"> <thead> <tr> <th>Goals for Elements</th> <th>Activities/Actions</th> <th>Expected Outcomes and Evidence of Completion</th> <th>Resource Needed</th> <th>Timeline</th> </tr> </thead> <tbody> <tr><td>Goals</td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Goals for Elements	Activities/Actions	Expected Outcomes and Evidence of Completion	Resource Needed	Timeline	Goals																													
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Goals																																								
Electronic Signature <table border="1"> <tr> <td> Teacher's Signature <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing. </td> <td> Mentor's Signature <input type="checkbox"/> Click the checkbox to sign. </td> <td> Administrator's Signature <input checked="" type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process. </td> </tr> </table>						Teacher's Signature <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	Mentor's Signature <input type="checkbox"/> Click the checkbox to sign.	Administrator's Signature <input checked="" type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.																																
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The pop-up box below will appear. Type in your **Password** and click **Authenticate**.

Teacher Signature

Username: teacher_jill

Password:

When it is time to complete the Mid-Year Review of the Preliminary Development Plan, click on the **Mid-Year Review** tab.

Click on the calendar and clock icon to set the date of the Mid-Year Review.



The teacher and administrator have editing privileges to complete section C: **Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced**.

The teacher may type comments into section D: **Narrative** prior to the administrator signing the form. Once the administrator signs the form, it is locked.

Follow the same procedures as above to sign and complete the Mid-Year Review.

Preliminary Development Plan		Mid-Year Review		End-of-Year Review							
Plan Name	Preliminary Development Plan 2011-2012	Form Status	Editing								
Teacher Name	Jill Teacher	Position	Teacher								
School	Henderson Collegiate	District	Charter								
Teacher Status	Probationary Teacher Year 1	Subject Area	Elementary								
School Year	2011-2012	Summary Rating Form	<No Summary Rating Form Assigned>								
		Plan	Directed								
Select Mentor Site	Henderson Collegiate	Select Mentor Name									
Date Completed	<div> <div>Preliminary Development Plan : Mon Jul 25 2011</div> <div>Mid-Year Review :</div> <div>End-of-Year Review :</div> </div>										
<div> <div>Mid-Year Review to be completed by (date)</div> <div>Fri Jul 22 2011</div> </div>											
C. Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced Comments											
D. Narrative <table border="1"> <thead> <tr> <th>Teacher's Comments:</th> <th>Mentor's Comments:</th> <th>Administrator's Comments:</th> </tr> </thead> <tbody> <tr> <td>Comments</td> <td></td> <td></td> </tr> </tbody> </table>						Teacher's Comments:	Mentor's Comments:	Administrator's Comments:	Comments		
Teacher's Comments:	Mentor's Comments:	Administrator's Comments:									
Comments											
Electronic Signature <table border="1"> <thead> <tr> <th>Teacher's Signature</th> <th>Mentor's Signature</th> <th>Administrator's Signature</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing. </td> <td> <input type="checkbox"/> Click the checkbox to sign. </td> <td> <input type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process. </td> </tr> </tbody> </table>						Teacher's Signature	Mentor's Signature	Administrator's Signature	<input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	<input type="checkbox"/> Click the checkbox to sign.	<input type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.
Teacher's Signature	Mentor's Signature	Administrator's Signature									
<input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	<input type="checkbox"/> Click the checkbox to sign.	<input type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.									

Choose the date you are completing your self-evaluation by clicking **Today** or by clicking the day in the calendar and then **Set**.



Note: You may click <, << or >, >> to navigate through previous or next months and years.


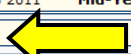
When it is time to complete the End-of-Year Review of the Preliminary Development Plan, click on the **End-of-Year Review** tab.

Click on the calendar and clock icon to set the date of the End-of-Year Review.

The teacher and administrator have editing privileges to complete section E: **Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced** and section F: Goals.

The teacher may type comments into section G: **Narrative** prior to the administrator signing the form. Once the administrator signs the form, it is locked.

Follow the same procedures as above to sign and complete the End-of-Year Review.

Preliminary Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Preliminary Development Plan 2011-2012	Form Status	Editing		
Teacher Name	Jill Teacher	Position	Teacher		
School	Henderson Collegiate	District	Charter		
Teacher Status	Probationary Teacher Year 1 ▼	Subject Area	Elementary		
School Year	2011-2012 ▼	Summary Rating Form	<No Summary Rating Form Assigned>		
		Plan	Directed ▼		
Select Mentor Site	Henderson Collegiate ▼	Select Mentor Name	▼		
Date Completed	Preliminary Development Plan : Mon Jul 25 2011		Mid-Year Review : Mon Jul 25 2011		End-of-Year Review :
End-of-Year Review to be completed by (date)  Mon Jul 25 2011 					
E. Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced					
Comments					
F.					
Goal 1 was successfully completed	Yes ▼				
Goal 2 was successfully completed	▼				
Goal 3 was successfully completed	▼				
Goal 4 was successfully completed	▼				
Goal 5 was successfully completed	▼				
G. Narrative					
Teacher's Comments:		Mentor's Comments:		Administrator's Comments:	
Comments					
Electronic Signature					
Teacher's Signature		Mentor's Signature		Administrator's Signature	
<input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.		<input type="checkbox"/> Click the checkbox to sign.		<input type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.	

New Self Assessment

New Self Assessment

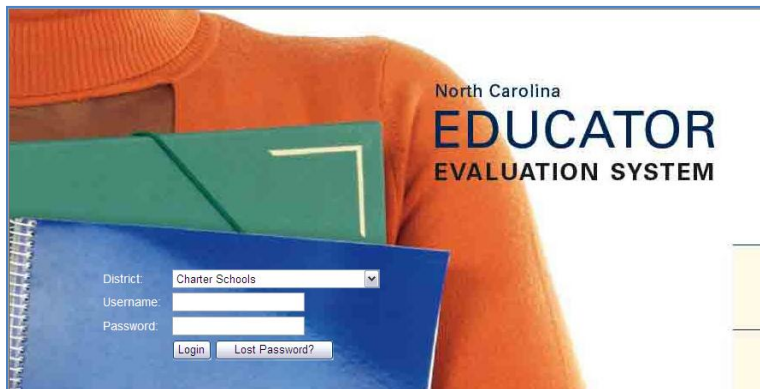
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

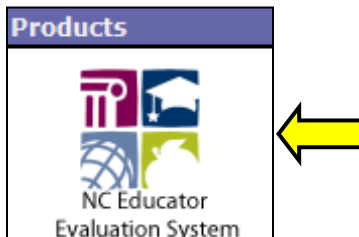
Type in the username that was provided to you (UID number)

Type in the password that was provided to you: 123456

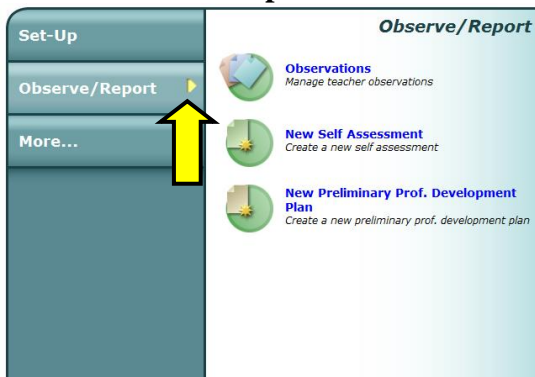
Click **Login**



Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.



Click on **New Self Assessment**.

The screenshot shows a sidebar menu with three options: 'Set-Up', 'Observe/Report', and 'More...'. The 'Observe/Report' section is expanded, showing three sub-options: 'Observations' (Manage teacher observations), 'New Self Assessment' (Create a new self assessment), and 'New Preliminary Prof. Development Plan' (Create a new preliminary prof. development plan). A yellow arrow points to the 'New Self Assessment' option.

Click **Next**. (The fields are pre-populated.)

The screenshot shows a form with several fields: 'Teacher Name' (Jill Teacher), 'Assignment/Title' (Teacher), 'Self Assessment Name' (Self Assessment 1), 'Copy Self Assessment' (<New Self Assessment>), 'Select Set' (Rubric for Evaluating North Carolina Teachers), and 'Select Checklist' (<none>). Below the form is a 'Next' button with a yellow arrow pointing to it.

Note: You may change the name of the plan by deleting the text in the box next to “Observation Name” and type your naming convention. McREL suggests leaving the Observation Name as it is (see Record of Teacher Activities form.)

Use the drop downs to choose the **Start Time (1)** (the time you begin your self-evaluation), **Teacher Status (2)** (Probationary or Career Status Teacher, as well as the year number), and the **School Year (3)**.

The screenshot shows a form with several fields: 'Self Assessment Name' (Self Assessment 1), 'Form Status' (Editing), 'Teacher Name' (Jill Teacher), 'School Year' (2011-2012), 'School' (Henderson Collegiate), 'District' (Charter), 'Date' (Wed Jul 20 2011), 'Start Time/End Time' (10:00 AM To AM), 'Teacher Status' (Probationary Teacher Year 1), and 'Self Assessment Status' (I have completed my self assessment, The principal can view my self assessment). Numbered arrows point to specific fields: 1 points to 'Start Time/End Time', 2 points to 'Teacher Status', and 3 points to 'School Year'.

Note: The **End Time** will be entered at the end of your evaluation.

Begin reading and filling out your Self Assessment by clicking in the appropriate boxes. Once you click in a box, a checkmark will appear (see sample below).

Note: A ☒ in the first column (Observation) means that the evaluator should be able to observe the items in that row during routine classroom observations.

Standard I: Teachers demonstrate leadership

a. Teachers lead in their classrooms. Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education, and are prepared for life in the 21st century. Teachers communicate this vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of the individual student and the class. Teachers use various types of assessment data during the school year to evaluate student progress and to make adjustments to the teaching and learning process. They establish a safe, orderly environment, and create a culture that empowers students to collaborate and become lifelong learners.

Observation	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Understands how they contribute to students graduating from high school. <input checked="" type="checkbox"/> Uses data to understand the skills and abilities of students.	... and <input checked="" type="checkbox"/> Takes responsibility for the progress of students to ensure that they graduate from high school. <input checked="" type="checkbox"/> Provides evidence of data driven instruction throughout all classroom activities. <input checked="" type="checkbox"/> Establishes a safe and orderly classroom.	... and <input type="checkbox"/> Communicates to students the vision of being prepared for life in the 21st century. <input type="checkbox"/> Evaluates student progress using a variety of assessment data. <input checked="" type="checkbox"/> Creates a classroom culture that empowers students to collaborate.	... and <input type="checkbox"/> Encourages students to take responsibility for their own learning. <input type="checkbox"/> Uses classroom assessment data to inform program planning. <input type="checkbox"/> Empowers and encourages students to create and maintain a safe and supportive school and community environment.	<input type="checkbox"/> Not looked for

You may type in **Comments**, attach a **File** (.txt, PDF, .doc, .docx, ppt, pptx), include a web **Link**, check the boxes of **Example of Artifacts**, and add additional examples of artifacts in the empty boxes.

Comments

New File: No file chosen

No files attached

Link:

Examples of Artifacts for Standard I:

<input type="checkbox"/> Lesson plans	<input type="checkbox"/> Class rules and procedures	<input type="checkbox"/> National Board Certification
<input type="checkbox"/> Journals	<input type="checkbox"/> Participation in The Teacher Working Condition Survey	<input type="checkbox"/> Discipline records
<input type="checkbox"/> Student handbooks	<input type="checkbox"/> Professional Learning Communities	<input type="text"/>
<input type="checkbox"/> Student work	<input type="checkbox"/> Membership in professional organizations	<input type="text"/>
<input type="checkbox"/> School improvement planning	<input type="checkbox"/> Formal and informal mentoring	<input type="text"/>
<input type="checkbox"/> Service on committees	<input type="checkbox"/> Surveys	<input type="text"/>
<input type="checkbox"/> Relevant data		<input type="text"/>

SUGGESTION: In the event that you will conduct more than one Self Assessment, type a date next to any comments that you have included.

Once you have completed all of the standards of your self-assessment, use the drop downs following the word **To** in order to choose your **End Time**.

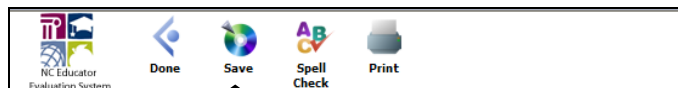
Self Assessment Name	Self Assessment 1	Form Status	Editing
Teacher Name	Jill Teacher	School Year	2011-2012
School	Henderson Collegiate	District	Charter
Date	Wed Jul 20 2011	Start Time/End Time	10:00 AM To 11:00 AM
Teacher Status	Probationary Teacher Year 1	Self Assessment Status	<input type="checkbox"/> I have completed my self assessment <input type="checkbox"/> The principal can view my self assessment

After you have completed your self assessment, check the box next to **I have completed my self assessment**.

You may give your principal permission to view your self assessment by checking the box next to **The principal can view my self assessment**.

Self Assessment Name	Self Assessment 1	Form Status	Save successful!
Teacher Name	Jill Teacher	School Year	2011-2012
School	Henderson Collegiate	District	Charter
Date	Wed Jul 20 2011	Start Time/End Time	10:00 AM To 11:00 AM
Teacher Status	Probationary Teacher Year 1	Self Assessment Status	<input checked="" type="checkbox"/> I have completed my self assessment <input checked="" type="checkbox"/> The principal can view my self assessment

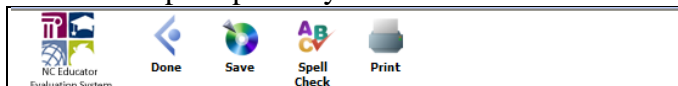
Click on the **Save** icon.



You may click on the **Print** icon to print out your Self Assessment (The print icon opens the Self Assessment in a new window).

Click on the **Done** icon.

You will be prompted if you want to save before leaving.



Note: Even before you completely finish the Self Assessment, it is advisable to click on the **Save** icon to save the information that you have entered so far. Incidentally, the system will not indicate any skipped standards/elements. It is your responsibility to ensure that the Self Assessment is complete.

View Observations

View Observations

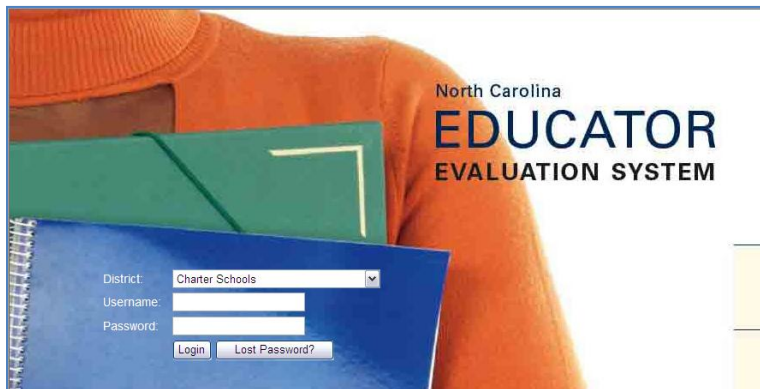
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

Type in the username that was provided to you (UID number)

Type in your password

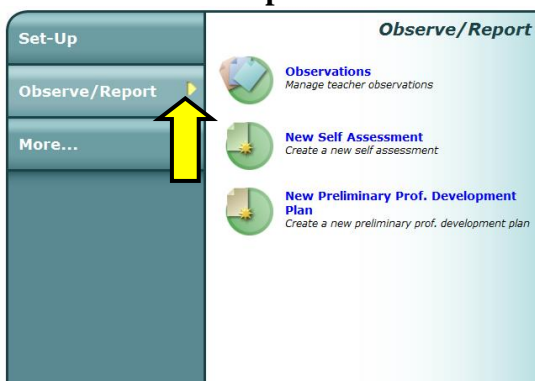
Click **Login**



Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.



Click on **Observations**.

Observe/Report

- Observations**
Manage teacher observations
- New Self Assessment**
Create a new self assessment
- New Preliminary Prof. Development Plan**
Create a new preliminary prof. development plan

Click on the **Observer Task** tab.

Click on the observation name to view the observation.

Observer Task		Teacher Task	
Observation			School Year 2011-2012
Name	Observer	Teacher	Status
Observation 1	Principal, Jose	can view	In progress

You will be in the Viewing status meaning that no changes can be made to the observation. The boxes are grayed out (see example on the next page).

Form Status	Viewing
School Year	2011-2012
District	Charter
Title	Principal
Start Time/End Time	01:00 PM To 02:00 PM
Date Completed	<Not completed>

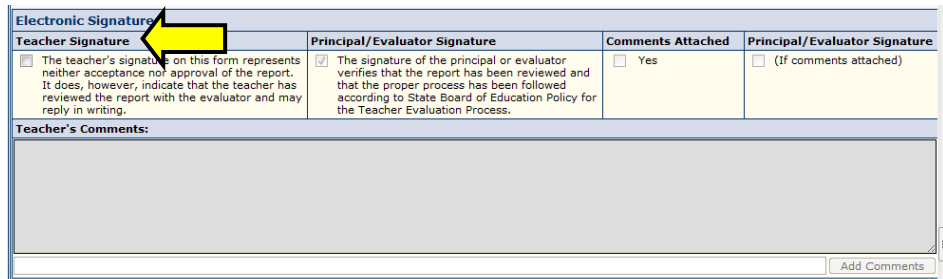
Standard I: Teachers demonstrate leadership

a. Teachers lead in their classrooms. Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education, and are prepared for life in the 21st century. Teachers communicate this vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of the individual student and the class. Teachers use various types of assessment data during the school year to evaluate student progress and to make adjustments to the teaching and learning process. They establish a safe, orderly environment, and create a culture that empowers students to collaborate and become lifelong learners.

Observation	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
<input checked="" type="checkbox"/> Understands how they contribute to students graduating from high school. <input checked="" type="checkbox"/> Uses data to understand the skills and abilities of students.	<input type="checkbox"/> Takes responsibility for the progress of students to ensure that they graduate from high school. <input type="checkbox"/> Provides evidence of data driven instruction throughout all classroom activities. <input checked="" type="checkbox"/> Establishes a safe and orderly classroom.	<input type="checkbox"/> Communicates to students the vision of being prepared for life in the 21st century. <input type="checkbox"/> Evaluates student progress using a variety of assessment data. <input type="checkbox"/> Creates a classroom culture that empowers students to collaborate.	<input type="checkbox"/> Encourages students to take responsibility for their own learning. <input type="checkbox"/> Uses classroom assessment data to inform program planning. <input type="checkbox"/> Empowers and encourages students to create and maintain a safe and supportive school and community environment.	<input type="checkbox"/> Not looked for	

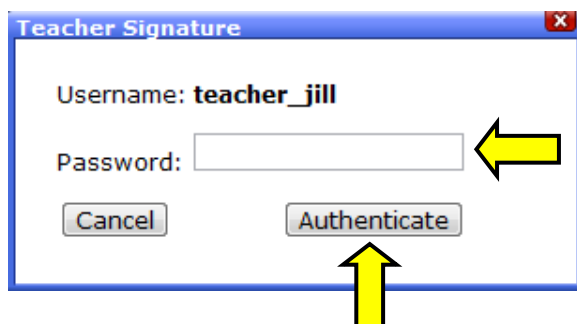
Sign by clicking in the **Teacher's Signature** box.

Note: The principal/evaluator must always sign first.



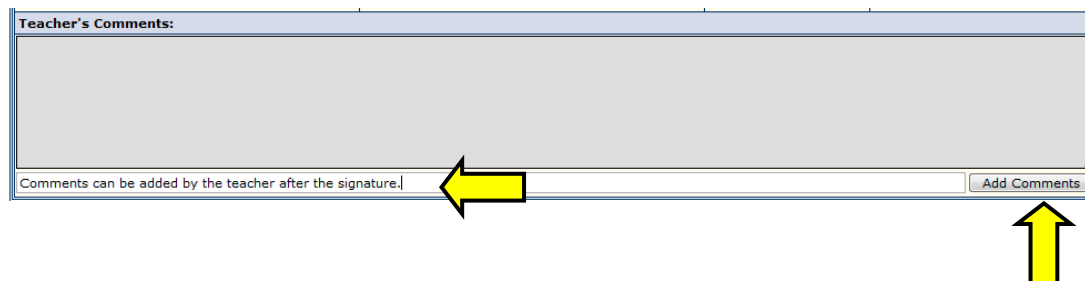
The screenshot shows a web form titled "Electronic Signature". It contains four main sections: "Teacher Signature", "Principal/Evaluator Signature", "Comments Attached", and "Principal/Evaluator Signature". The "Teacher Signature" section has a checkbox and text explaining that the signature represents acceptance or approval of the report. The "Principal/Evaluator Signature" section has a checkbox and text explaining that the signature verifies the report has been reviewed. The "Comments Attached" section has a checkbox labeled "Yes". The "Principal/Evaluator Signature" section has a checkbox labeled "(If comments attached)". Below these sections is a large text area labeled "Teacher's Comments:" with an "Add Comments" button at the bottom right. A yellow arrow points to the "Teacher Signature" section.

Enter the password in the dialog box that pops up to authenticate your signature.
Click on **Authenticate** after having entered your password.



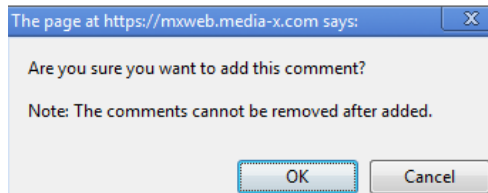
The screenshot shows a dialog box titled "Teacher Signature". It contains a "Username:" field with the text "teacher_jill" and a "Password:" field. Below the password field are two buttons: "Cancel" and "Authenticate". A yellow arrow points to the "Password:" field, and another yellow arrow points to the "Authenticate" button.

After the principal authenticates their signature, the teacher may sign the form. After both principal and the teacher have signed, the teacher may add comments to the form. The teacher must login to their own account using their own UID and Password to add comments.

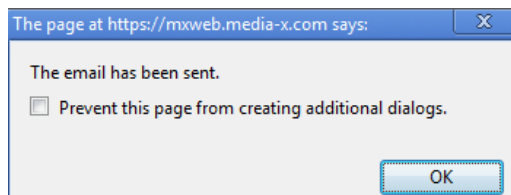


The screenshot shows the "Teacher's Comments:" section of the form. It features a large text area for entering comments and an "Add Comments" button at the bottom right. A yellow arrow points to the text area, and another yellow arrow points to the "Add Comments" button.

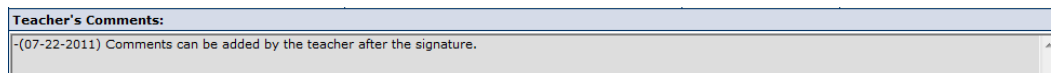
After clicking on the Add Comments box, a warning will pop-up.



Click **OK** and a pop-up box will appear.



The comment has been added.



View Summary Rating Form

View Summary Rating Form

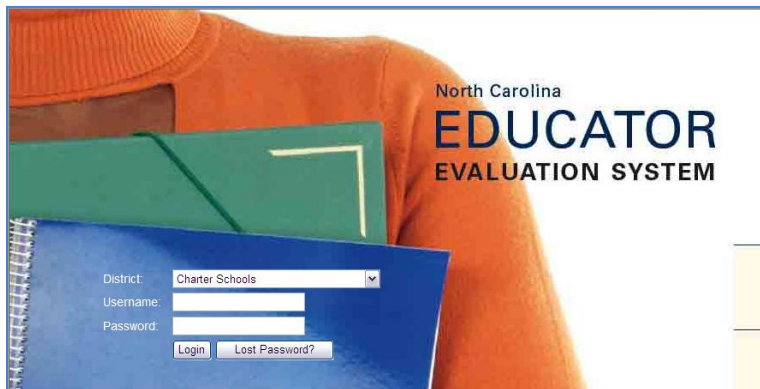
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

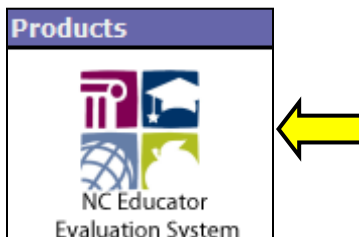
Type in the username that was provided to you (UID number)

Type in your password

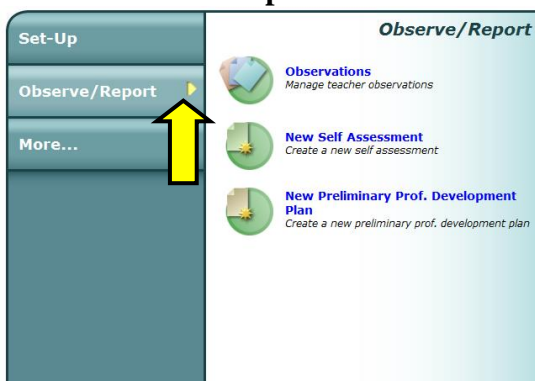
Click **Login**



Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.



Click on **Observations**.



Click on the **Observer** Task tab.

Click on the observation name to view the observation.



Click on the **Summary Rating Sheet** in the “Forms” box.

Form			
	Name	Teacher	Status
✗	Professional Development Plan based on 2011-2012	can view	In progress
✗	Record of Teacher Evaluation Activities for 2011-2012	can view	In progress
✗	Summary Rating Sheet for 2011-2012	can view	In progress

The ratings can be viewed on the right-hand side as checked radio buttons.

Summary Name	Summary Rating Sheet for 2011-2012		Form Status	Editing
Teacher Name	Jill Teacher		Teacher Status	Probationary Year 1
School	Henderson Collegiate		District	Charter
Evaluator	Principal	Jose	Evaluator's Title	Principal
School Year	2011-2012		Date Completed	Fri Jul 22 2011
View Rubric Form	Select Rubric Form		Legend	<input type="checkbox"/> Peer Observation <input type="checkbox"/> Principal Observation <input type="checkbox"/> Summary
Summary Status <input checked="" type="checkbox"/> Allow the teacher to view this summary rating form.				
Standard I: Teachers demonstrate leadership				
Elements			Developing	Proficient
			Accomplished	Distinguished
			Not Demonstrated	
A. Teachers lead in their classrooms.			<input checked="" type="radio"/>	<input type="radio"/>
B. Teachers demonstrate leadership in the school.			<input checked="" type="radio"/>	<input type="radio"/>
C. Teachers lead the teaching profession.			<input checked="" type="radio"/>	<input type="radio"/>
D. Teachers advocate for schools and students.			<input checked="" type="radio"/>	<input type="radio"/>
E. Teachers demonstrate high ethical standards.			<input checked="" type="radio"/>	<input type="radio"/>
View Comments			Overall Rating for Standard I	

One of the following ratings is assigned to each standard element and to the standard as a whole (**Overall Rating**): **Developing, Proficient, Accomplished, Distinguished, Not Demonstrated**. Click on any of the + signs to view a summary of the respective element's descriptors.

Sign by clicking in the **Teacher's Signature** box.

Electronic Signature	
Teacher Signature <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	Principal/Evaluator Signature <input checked="" type="checkbox"/> The signature of the principal or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.
Teacher's Comments: <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
Add Comments	

After clicking on the check box, a warning will pop-up.

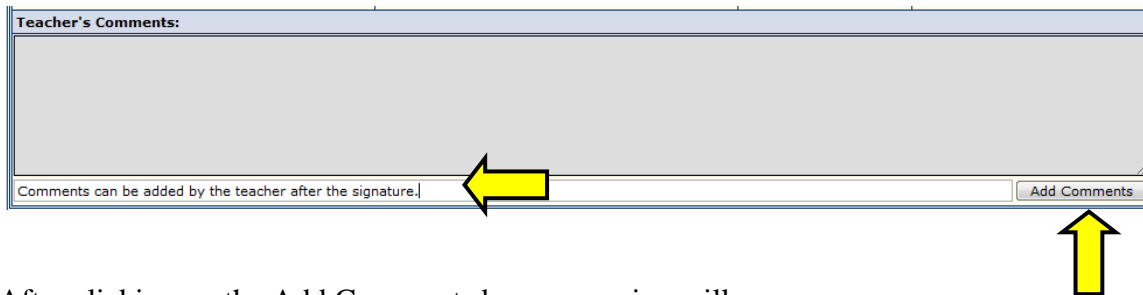
Message from webpage

Are you sure you want to sign the summary rating form?

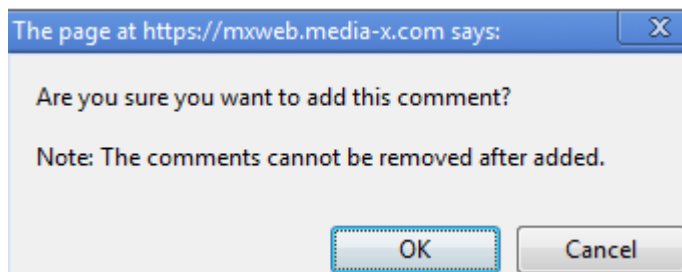
You will be able to add comments after you sign the form.

Authenticate the signature.

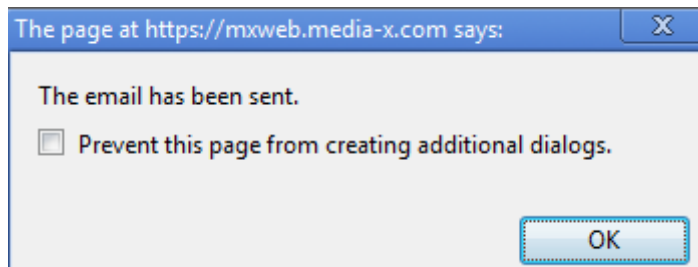
After the principal authenticates their signature, the teacher may sign the form. After both principal and the teacher have signed, the teacher may add comments to the form. The teacher must login to their own account using their own UID and Password to add comments.



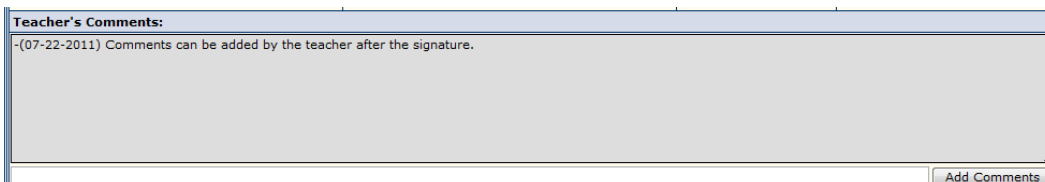
After clicking on the Add Comments box, a warning will pop-up.



Click **OK** and a pop-up box will appear.



The comments have been added.



View Record of Teacher Evaluation Activities

View Record of Teacher Evaluation Activities

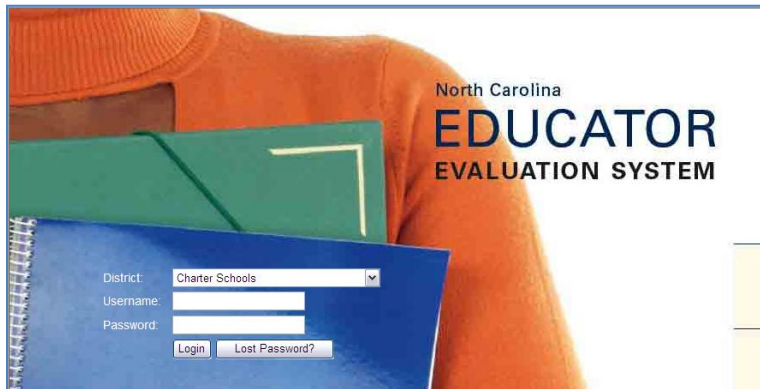
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

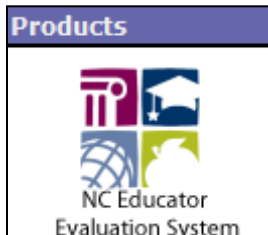
Type in the username that was provided to you (UID number)

Type in your password

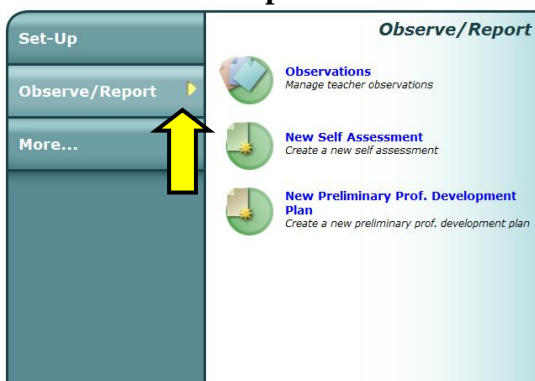
Click **Login**



Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.



Click on **Observations**.



Click on the **Observer Task** tab.

Click on the observation name to view the observation.



Click on the **Record of Teacher Evaluation Activities** in the “Forms” box.

Form			
	Name	Teacher	Status
✕	Professional Development Plan based on 2011-2012	can view	In progress
✕	Record of Teacher Evaluation Activities for 2011-2012	can view	In progress
✕	Summary Rating Sheet for 2011-2012	can view	In progress

The form will indicate when each activity was electronically signed by the teacher and the evaluator.

Note: Standard and Elements to be addressed are pre-populated if the evaluation rubric was marked as **Developing** and/or **Not Demonstrated**

Record Name	Record of Teacher Evaluation Activities for 2011-2012	Form Status	Viewing
Teacher Name	Jill Teacher	Teacher ID	teacher_jill@school.net
Position/Assignment	Elementary Teacher		
School Name	Henderson Collegiate	School Year	2011-2012
Evaluator Name	Jose Principal	Evaluator Title	Principal
Teacher Background (Briefly describe the teacher's educational background, years of experience, teaching assignment, and any other factors that may impact the evaluation): Principal types here			
The North Carolina Teacher Evaluation is based, in part, on informal and formal observations and conferences conducted on the following dates:			
Activity	Date	Teacher Signature	Evaluator Signature
Orientation		<input type="checkbox"/> Click the checkbox to sign	<input type="checkbox"/> Click the checkbox to sign
Pre-Observation Conference		<input type="checkbox"/> Click the checkbox to sign	<input type="checkbox"/> Click the checkbox to sign
Observation #1	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal
Post-Observation Conference #1	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal
Pre-Observation Conference (optional)		<input type="checkbox"/> Click the checkbox to sign	<input type="checkbox"/> Click the checkbox to sign
Observation #2	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal
Post-Observation Conference #2	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal
Pre-Observation Conference (optional)		<input type="checkbox"/> Click the checkbox to sign	<input type="checkbox"/> Click the checkbox to sign
Observation #3	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal
Post-Observation Conference #3	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal
Pre-Observation Conference (optional)		<input type="checkbox"/> Click the checkbox to sign	<input type="checkbox"/> Click the checkbox to sign
Observation #4 (if required)			
Post-Observation Conference #4 (if required)			
Summary Evaluation Conference	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal
Professional Development Plan Completed	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal
Professional Development Plan Completed Mid-Year Review	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal
Professional Development Plan Completed End-Of-Year Review	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011 <input checked="" type="checkbox"/> Jose Principal

This form will allow you to confirm attendance at orientation and pre-observation conferences. Click in the appropriate checkbox(es) to sign. You will be prompted by a pop-up dialog box to authenticate your signature by entering your password.

The North Carolina Teacher Evaluation is based, in part, on informal and formal observations and conferences conducted on the following dates:				
Activity	Date	Teacher Signature	Date	Evaluator Signature
Orientation		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Pre-Observation Conference		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Observation #1	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Post-Observation Conference #1	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Pre-Observation Conference (optional)		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Observation #2	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal

The following pages will provide step by step instructions for a teacher to conduct an evaluation on a peer.

Peer Evaluation

Peer Evaluation

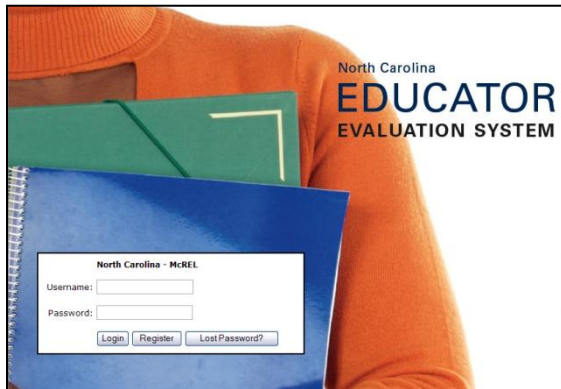
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

Type in the username that was provided to you (UID number)

Type in your password

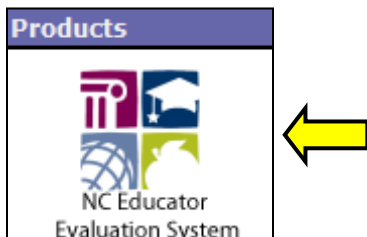
Click **Login**



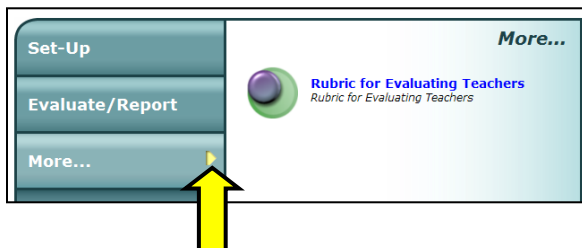
Directions for Completing a Peer Evaluation

To complete a peer evaluation, you must login to the system. All of the following steps are completed using the online system.

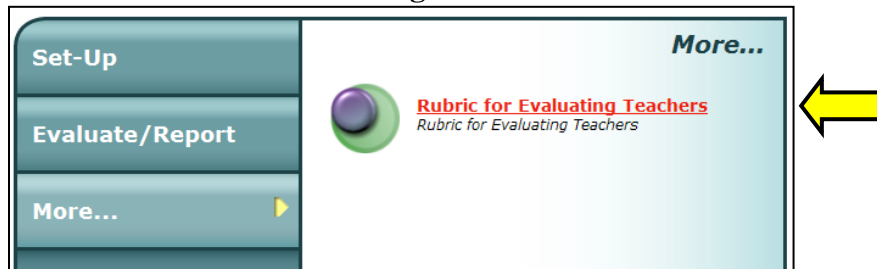
Click on the **NC Educator Evaluation System** icon



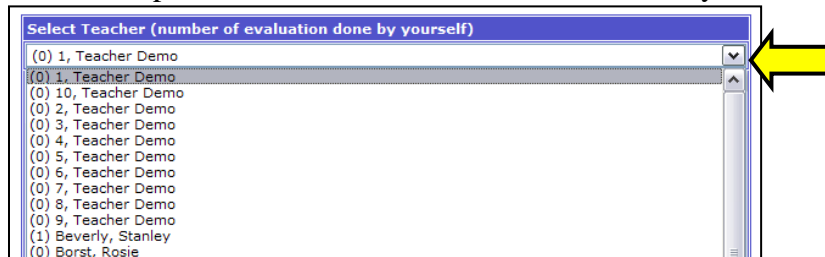
Click on **More**



Click on **Rubric for Evaluating Teachers**

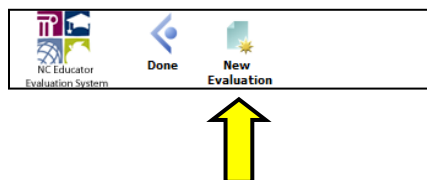


Use the drop down menu to choose the teacher whom you will be evaluating.

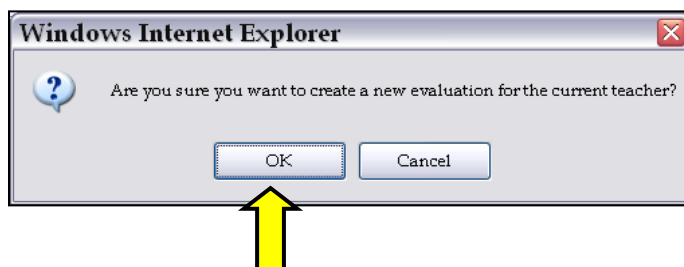


***Note:** You will ONLY be able to see the evaluations that you have conducted. You cannot see other teachers' self assessments or the principals' evaluations.*


Click on the **New Evaluation** icon




This pop-up box will appear.
Click **OK**




Click on the **Calendar and Clock** icon that is located next to <No dates set>. The calendar will open (see the next step).

Observation Name	Peer evaluation from Jill Teacher for 2011-2012
Teacher Name	Ella Bess Bumgarner
School	Henderson Collegiate
Evaluator	Jill Teacher
Date of Observation	 <No dates set>
Teacher Status	<input type="text"/>
Rubric Form Status	<input type="checkbox"/> Do not allow the teacher to view this rubric form.

Note: A  in the first column (Observation) means that the evaluator should be able to

Choose the date you are completing the peer evaluation and then click **Set**.


Form Status	Editing
Date	 Wed Sep 29 2010
District	Den
Status	<input type="text"/>


to observe the items in that row d

aking responsibility for the progres
and are prepared for life in the 2
als that meet the needs of the ind
ress and to make adjustments to
te to collaborate and become lifel

Use the drop downs to choose the **Start Time** (the time you begin the peer evaluation), **Status** (Probationary or Career Status Teacher), and **Year**.

Note: **End Time** will be entered at the end of your evaluation.

Observation Name	Peer evaluation from Jill Teacher for 2011-2012	Form Status	Editing
Teacher Name	Ella Bess Bumgarner	School Year	2011-2012
School	Henderson Collegiate	District	Charter
Evaluator	Jill Teacher	Title	Teacher
Date of Observation	 <No dates set>	Start Time/End Time	<input type="text"/> AM To <input type="text"/> AM
Teacher Status	<input type="text"/>	Date Completed	<Not completed>
Rubric Form Status	<input type="checkbox"/> Do not allow the teacher to view this rubric form.		

Note: A  in the first column (Observation) means that the evaluator should be able to observe the items in that row during routine classroom observations.

Begin reading and filling out the rubric by clicking in the appropriate boxes. Once you click in a box, a checkmark will appear (see sample below).

Note: A ✓ in the first column (Observation) means that the evaluator should be able to observe the items in that row during routine classroom observations.

Standard I: Teachers demonstrate leadership

a. Teachers lead in their classrooms. Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education, and are prepared for life in the 21st century. Teachers communicate this vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of the individual student and the class. Teachers use various types of assessment data during the school year to evaluate student progress and to make adjustments to the teaching and learning process. They establish a safe, orderly environment, and create a culture that empowers students to collaborate and become lifelong learners.

Observation	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
<input checked="" type="checkbox"/> Understands how they contribute to students graduating from high school. <input checked="" type="checkbox"/> Uses data to understand the skills and abilities of students.	... and <input checked="" type="checkbox"/> Takes responsibility for the progress of students to ensure that they graduate from high school. <input type="checkbox"/> Provides evidence of data driven instruction throughout all classroom activities.	... and <input type="checkbox"/> Communicates to students the vision of being prepared for life in the 21st century. <input type="checkbox"/> Evaluates student progress using a variety of assessment data.	... and <input type="checkbox"/> Encourages students to take responsibility for their own learning. <input type="checkbox"/> Uses classroom assessment data to inform program planning.		

You may type in **Comments**, attach a **File** (.txt, PDF, .doc, .docx, ppt, pptx), include a web **Link**, and check the boxes of **Example of Artifacts**.

Comments

File:

Link:

Examples of Artifacts for Standard I:

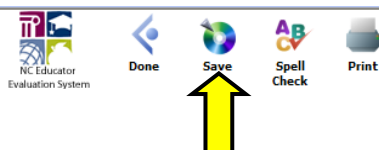
<input type="checkbox"/> Lesson plans	<input type="checkbox"/> Class rules and procedures	<input type="checkbox"/> National Board Certification
<input type="checkbox"/> Journals	<input type="checkbox"/> Participation in The Teacher Working Condition Survey	<input type="checkbox"/> Discipline records
<input type="checkbox"/> Student handbooks	<input type="checkbox"/> Professional Learning Communities	<input type="text"/>
<input type="checkbox"/> Student work	<input type="checkbox"/> Membership in professional organizations	<input type="text"/>
<input type="checkbox"/> School improvement planning	<input type="checkbox"/> Formal and informal mentoring	<input type="text"/>
<input type="checkbox"/> Service on committees	<input type="checkbox"/> Surveys	<input type="text"/>
<input type="checkbox"/> Relevant data		<input type="text"/>

***SUGGESTION:** In the event that you will conduct more than one peer evaluation on the teacher, type a date next to any comments that you have included.*

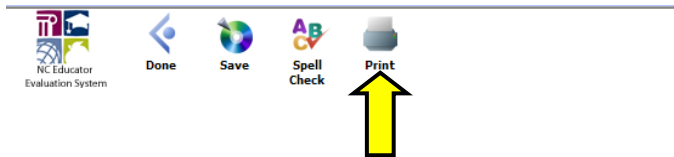
Once you have completed all of the standards in the rubric, use the drop downs to choose your **End Time**.

Self Assessment Name	Self Assessment 2009-2010	Form Status	Editing
Teacher Name	Teacher Demo 1	Date	<No dates set>
School	Demo Elementary School	District	Demo District
/End Time	<input type="text"/> <input type="text"/> AM <input type="text"/> To <input type="text"/> <input type="text"/> AM <input type="text"/>	Status	<input type="text"/>
School Year	2009-2010		

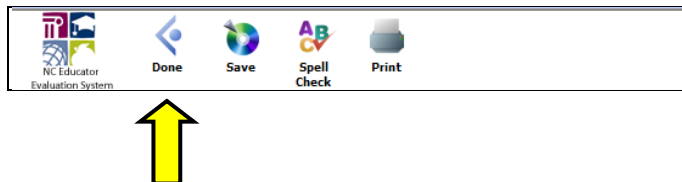
Click on the **Save** icon.



You may click on the **Print** icon to print out the Peer Evaluation. (The print icon opens the peer evaluation in a new window).



Click on the **Done** icon.

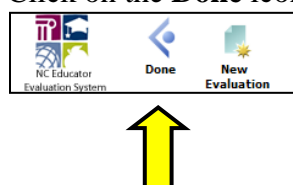


Note: If you do not completely finish the Peer Evaluation, click on the Save icon and it will save the information that you have completed. The system will not indicate if you skipped any standards.

Once you have completed the Peer Evaluation, change the **Status** to **Completed**.

Select Teacher (number of evaluation done by yourself)			
(1) 1, Teacher Demo			
Evaluation Name	Date	Status	PD
✖ Rubric Form by Peer 2009-2010	09-29-10	In progress	none
		In progress	
		Completed	

Click on the **Done** icon.



You have completed the Peer Evaluation and the teacher that you evaluated may now view the evaluation.



Mid-continent Research for Education and Learning

4601 DTC BLVD., STE. 500, DENVER, CO 80237-2596

PHONE 800.781.0156 • FAX 303.337.3005

E-MAIL customercare@mcrel.org • WEBSITE www.mcrel.org